


25 FEB 1963

MEMORANDUM FOR: Executive Director

FOIAB3B

THROUGH : Deputy Director (Support)  6 FEB

SUBJECT : Fitness Report Improvement Program

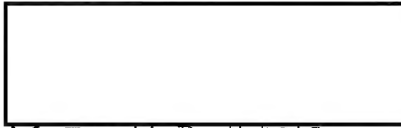
REFERENCE : Memo fr Ex Dir to D/Pers dtd 25 Jan 63, subject:
Requested Action from the Personnel Advisory
Board

1. In response to referenced memorandum, may I call your attention to our memorandum of 4 February 1963 concerning our Fitness Report Improvement Program, a copy of which is attached.

2. I believe that our Fitness Report Improvement Program is designed to accomplish the objectives stated in referenced memorandum. It calls for a general strengthening of our Fitness Reporting system both mechanically and qualitatively. It also provides the record keeping tools which will permit us to identify areas of discrepancy in the application of rating standards. Finally, by encouraging greater accuracy and objectivity in reporting and by providing for specific review of reports reflecting less than satisfactory performance, it will assist in the prompt identification of "selection-out" cases. (We might also point out that the new certification procedures for the granting of within-grade increases should also contribute to such identification.)

3. We believe that we have adequate procedures for the equitable review of selection out recommendations and that the key to greater consistency in this area lies in the identification of cases and the initiation of action by the Career Service concerned. Referring to our remarks above, we believe that this will be assisted by follow-up from my office on Fitness Reports and on actions taken to withhold within-grade increases. Regarding the latter, however, it should be clearly understood that the withholding of a within-grade increase does not necessarily, or even ordinarily, mean that the employee's performance is unsatisfactory.

FOIAB3B


✓ Emmett D. Echols
Director of Personnel

Attachment